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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Basic School

DATE: 14 March 1956

FROM : Chief Instructor, Basic Orientation

SUBJECT: Weekly Activities Report - 6 March through 13 March 1956

1. Significant Items

a. Arrangements have been made for members of the staff to receive briefings on specific Agency components. Staff members will be briefed in FI/RI on the morning of Monday, 19 March and in the Office of Central Reference all day on Tuesday, 20 March. Additional briefings in FI/RQM, TSS and other components will be arranged in the future as time permits.

b. [] of the ISB/TR has agreed to install map rails in the Auditorium wall for the hanging of exhibit material. [] promised to have this work completed prior to Thursday, 22 March.

c. [] completed the Basic Management Course on Friday, 9 March. [] reacted to the course with enthusiasm.

d. [] completed a long-range schedule for Basic Orientation through June of 1957. [] informed [] of the Basic Orientation projection for coordination purposes.

e. [] are currently reviewing the first phase of Basic Orientation for possible curriculum revisions in the future.

f. In line with the career development of individuals a number of Basic Orientation instructors have been enrolled in training courses. The enrollment is as follows:

[]	- CWC	26 March - 20 April
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	Operations	4 June - 28 September
	- CWC	28 May - 22 June
	- OPS FAM	2 April - 11 May

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2. Outside Activities

25X1 a. [] spoke at the Foreign Service Institute on Thursday, 8 March. His subject was Communist Doctrine.

3. Personnel Notes

25X1 a. [] was on leave Friday, 9 March.

25X1 b. [] was on sick leave Tuesday, 13 March.

25X1 c. [] began a fifteen-day period of military leave on 7 March.

25X1

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